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MEMORANDUM FOR: Chief, Plans and Policy Staff

2 October 1957

SUBJECT : Intelligence School Weekly Report #40
26 September through 2 October 1957I. SIGNIFICANT ITEMS: None.II. OTHER ACTIVITIES:A. OTR Orientation Officer

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By: 35

(2) [] persons attended an abbreviated Dependents' Briefing on 1 October. A few hours before the start of the program only one person had been scheduled. The perennial problem of getting the dependents to the briefing is here again. At the request of the OTR Orientation Officer, [] of the CI Staff will speak to the personnel officers in the divisions of the importance attached to this program by the CI Staff. Suggestions for improving attendance are being forwarded separately, with the suggestion that they be discussed in the next meeting with Mr. Kraszniss.

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(3) On 30 September the CIA Introduction was conducted for [] persons.

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B. Intelligence Production

(1) Intelligence Techniques #8 started on 30 September with [] JTR's enrolled.

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(2) Intelligence Research (Maps) #3 finished on Friday, 27 September. To insure a common level of competence among those signing up for the course, the Registrar was instructed to reject those having an adequate academic background in the subject, but to accept those in need of basic instruction. Student reaction to the new simplified course directed to beginners in the field of map intelligence was wholly favorable. This course will be offered again 28 October - 15 November.

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C. Management Training

(1) Basic Supervision #34 for GS-9 to GS-11 supervisors is scheduled to begin on Monday, 7 October, with a full complement of students. 25X1

(2) Follow-up meetings involving four supervision courses are scheduled for the coming week. will run two of the sessions, and will speak at the combined meeting of the other two groups. 25X1

(3) The tentative schedule for the lengthened, 14-day senior supervision course has been prepared, and speakers are being notified.

(4) An experimental presentation of a pre-supervisory course will begin 2 December. The course is to be announced in the next OTR Bulletin. As described in the original proposal approved by DER in June, this course will be presented mornings only for one week.

(5) Basic Management #37 is in its second week. Informal feedback of students' reactions shows a satisfactory level of acceptance of the course by the students.

(6) After considerable negotiation, Management (Special) for SR Division has been arranged beginning 14 October. The discussions concerning a presentation of Management (Special) for OTR resulted in postponement of this effort until the next open dates at February. 25X1

(7) New quarters for the Management Training Faculty are still in a state of siege by carpenters and painters. The latest reports indicate that the Management Training Faculty may be able to occupy the premises next week.

D. Operations Support

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(1) Operations Support #28 began on 30 September with a first week's enrollment of students.

(2) Administrative Procedures #74 was completed on 27 September.

(3) The second draft of the proposed Logistics film has been completed and is presently being reviewed by and the Administrative Staff, Office of Logistics. It is anticipated that this script will be turned over to production on 7 October. 25X1

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(4) After consulting with [redacted] in Finance, Mr. [redacted] completed the series of forms required in requesting and claiming special renumeration for overseas service. These forms will be reproduced and incorporated in the student kits for Operations Support, UNCODEdative Procedures, and Budget & Finance Procedures. 25X1

(5) [redacted] has conferred with [redacted] Executive Officer, Office of Personnel, and [redacted] Special Assistant to the SSA-ID/S, relative to the Personnel Handbook for Field Case Officers. 25X1

(6) [redacted] visited [redacted] of RI to discuss on-the-job training given to RI people going overseas. This will be coordinated with the training given by the Operations Support Faculty. [redacted] also visited the Cable Secretariat to be brought up to date on any recent changes in cable writing. 25X1

(7) [redacted] met with [redacted] of RI to discuss the sample dispatch problems for the Operations Support student kit. 25X1

(8) The auditorium in [redacted] will be available for the next Budget & Finance Procedures, which is scheduled 7-18 October. The auditorium and Room 136 will be used; plans are contingent, however, on at least a minimum of [redacted] students being enrolled. 25X1

25X1

(9) The question has been raised informally whether clerical personnel should be enrolled in Administrative Procedures as soon as possible after EOD. This has not been the usual practice; however our feeling is that students should take the course early. They have more trouble with the material, and the course is harder to teach to newcomers, but the net results are worth the effort. [redacted] will discuss with [redacted] next week ways of bringing about earlier enrollment in Administrative Procedures. 25X1

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E. Clerical Training 25X1

(1) On 24 September [redacted] met with [redacted] Property and Supply Officer at [redacted] to discuss the possibility of having a study program in shorthand for clerical employees at [redacted]. Tentative plans were made for [redacted] to visit [redacted] and talk with clerical employees who might be interested in pursuing either group or individual courses of study. Because it is impossible to assign a Clerical instructor to [redacted] to conduct daily classes, it will be necessary to work out a system of periodic training follow-up with these trainees. 25X1

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(2) During the week of 23 September there were people in Clerical Induction Training. of these people were entering class for the first time. During the same period, there were people in Clerical Orientation. These figures represent a definite slowing in the rate of Clerical E&D trainees. 25X1

F. Intelligence Orientation 25X1

(1) Intelligence Orientation #1 began Monday, 30 September, with students enrolled, including JOP's. Even with every available instructor taking a seminar group, there are students in each discussion group and seminar. 25X1

(2) An innovation in the present running of the course is the showing of three films during the luncheon period. Two of the films are on area subjects which supplement area survey lectures; the third is an Air Force film on the Intelligence Process. 25X1

(3) On Friday, 27 September, conferred with and at on the proposed orientation course to be given support personnel at Tentative dates of the third or fourth week of October were set for the first running of the course, subject to coordination with SIC. All agreed that the proposed schedule is suited to the purpose. 25X1

(4) Fundamentals of Intelligence, a new training study written by with the advice and assistance of the rest of the IO staff, was mimeographed and is being used in this running of the course. It is planned to publish it eventually in manual form. 25X1

(5) In the R & S Auditorium the new lectern has been installed, a much-needed improvement over the former table-and-box arrangement. 25X1

III. PERSONNEL NOTES: 25X1

A. has completed Administrative Procedures and has resumed her duties as Training Assistant in Operations Support. 25X1

B. will be on annual leave until 10 October. 25X1

C. became the father of his fourth child, a boy, on Monday, 30 September, at 2:00 a.m. Mother, father, and child are doing well. 25X1

D. cut and bruised on 21 September when her automobile went out of control and sheared off a telephone pole, has been on sick leave all week. She may be able to return to duty on Thursday, 3 October. 25X1